

**STATE OF NEW JERSEY  
EMERGENCY OPERATIONS PLAN GUIDELINES  
SHELTER, RECEPTION AND CARE ANNEX  
VETERINARY SERVICE AND ANIMAL CARE APPENDIX**

Cite Appendix  
Page/Section/Paragraph

**I. PURPOSE**

Include a mission statement that briefly describes the goals of the Veterinary Service and Animal Care Appendix.

**II. SITUATION**

Provide statements that briefly describe the existing situation and systems in place to deal with the needs of the animal population in emergencies.

- A. Describe the existing animal population (domestic, farm and zoologic park) in your jurisdiction. (Refer to attachment VSAC 1)
- B. Identify the government, private and voluntary organizations currently available to provide emergency veterinary care, animal sheltering services and/or animal care workers. State whether any agreements are in place to provide any of the needed services. (Refer to attachment VSAC 2)
- C. Identify the number of veterinarians, animal shelters, pet stores and pounds in your jurisdiction. Describe the facilities in terms of the numbers and types of animals they can accommodate. Describe the system in place to deal with the issue of essential travel and employees for veterinary care facilities.
- D. Identify the sources of veterinary and animal care supplies in your jurisdiction and any agreements in place to secure the needed commodities. (Refer to attachment VSAC 3)
- E. Describe any mutual aid agreements in place to augment your jurisdictions veterinary and animal care capability.

### III. CONCEPT OF OPERATIONS

- A. Describe your jurisdiction's organization of the veterinary and animal care *function and* its relationship to the Office of Emergency Management.
- B. Describe the existing relationship between your jurisdiction and the various services provided by the US Department of Agriculture as related to the purpose of the appendix.
- C. Establish where direction and control of the veterinary and animal care *function will* be accomplished and how that facility will communicate with other facilities essential to the completion of the mission of the appendix. If direction and control of this *function will* not occur at the EOC, designate an individual to report to the EOC during an emergency.
- D. Provide for the verification of current recall rosters and maintenance of 24 hour staffing for both appendix direction and control, and animal care facilities. (Refer to attachment VSAC 4)
- E. Establish procedures for reporting appropriate information to the EOC.
- F. Describe how the administration and record keeping of animal care facilities will be accomplished.
- G. Describe the public awareness and emergency public information process in place to advise animal owners, animal care facility owners, animal care products suppliers and veterinarians of the provisions of the appendix.
- H. If there is a zoologic park or wildlife refuge in your jurisdiction, describe the coordination links and working relationship in place to deal with emergency situations at the park(s).
- I. Describe your plans to establish expedient animal care facilities in close proximity to congregate care shelters for the pets of sheltered evacuees.

- J. Describe your plans for expedient animal care facilities for other than domestic pets.
- K. Describe how your jurisdiction would deal with accidents involving animals in transit by air, highway or ship.
- L. Describe how your jurisdiction would provide transport for large and small animals in emergencies. Provide information which describes the transportation resources available and how many animals could be moved without requesting out of county assistance.

#### **IV. ASSIGNMENT OF RESPONSEBILITIES**

- A. Identify the individual, by title, *who is* responsible for implementing the appendix and directing veterinary and animal care operations in your jurisdiction.
- B. Identify the individual, by title, *who is* responsible for identifying facilities suitable for use as expedient animal care facilities.
- C. Identify the individual, by title, who is responsible for the recruitment, training and assignment of animal care staff.
- D. Identify the individual, by title, who is responsible for animal care facility inspections to insure they are maintained in the appropriate sanitary condition.
- E. Identify the individual, by title, who is responsible for public information programs associated with the appendix.
- F. Identify the individual, by title, who is responsible for the coordination of mutual aid planning for veterinary and animal care operations.
- G. Identify the individual, by title, who is responsible for coordinating the provisions of the appendix with statewide and local veterinary organizations.

#### **V. CONTINUITY OF GOVERNMENT**

- A. Describe the line of succession to assure continuous leadership, authority and responsibility in key positions for veterinary and animal care operations.

B. Describe what records are considered essential and how they will be maintained to document the activities of this function.

## **VI. ADMINISTRATION AND LOGISTICS**

A. Identify who, by title, is responsible for the maintenance of the records associated with the administration of the appendix in emergency situations.

B. Identify the individual, by title, who is responsible for the procurement of animal care supplies and equipment, and describe the procedures governing this activity.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

A. Identify the office or individual, by title, responsible for the maintenance of this appendix, and for insuring that revisions to the appendix are coordinated, approved and distributed.

B. Provide for the periodic review and revision of the appendix based on changes in governing law and regulations, or resulting from the experience of exercises or actual emergencies.

## **VIII. ATTACHMENTS**

VSAC 1	Animal Population Estimates
VSAC 2	List of Animal Care/Shelter Facilities
VSAC 3	Sources of Veterinary/Animal Care Supplies
VSAC 4	Key Veterinary and Animal Care Staff